



# New Jersey Department of Environmental Protection Notice of Vacancy

Filling of this position is contingent upon further approval process

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**Title:** Analyst Trainee

**Posting Number:** DCLRL-2022-7

**Open to:** General Public

**Workweek:** 35 (35-hour) Workweek

**Salary:** (P95) \$46,431.86 (Non-Negotiable)

**Opening Date:** 7/12/2022

**Closing Date:** 7/26/2022

**Existing Vacancies:** One (1)

**Program/Location:** Department of Environmental Protection  
Deputy Commissioner Legal, Regulatory & Legislative Affairs  
Office of Transactions & Public Land Administration  
401 East State Street  
Trenton, NJ 08625

**Scope of Eligibility:** Open to applicants who meet the requirements below.

**Description:** Under the direction of a supervisor in a State department or agency, as a trainee and productive worker, receives on the job training in analytic practices/procedures and application and research and preparation of reports, completes assignments which will provide practical analyst experience and/or learns to review and analyze financial reports; does other related work.

**Specific to the Position:** The appointee will work with the Department's land managers to draft and offer agreements for the use of State Lands in a manner that enhances operations and management of those lands. This includes identifying the appropriate agreements and processes needed to ensure the proper management of the Department's holdings. The appointee will draft and issue Public Notices, Requests for Expression of Interest, or Requests for Proposals. Appointee will assist in tracking billing, compliance, and other post-execution oversight activities. Appointee may coordinate and track project reviews performed by various groups throughout the Department.

**Preferred Skill Set:** Basic working knowledge of the Microsoft Office Suite, including Outlook and SharePoint, along with experience reading and administering contracts, using geographical information system (GIS) software or administering databases.

## Requirements

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

NOTE: All U.S. degrees and transcripts must be from an accredited college or university. All foreign degrees and

transcripts must be evaluated for accreditation by a recognized evaluation service by the closing date of this posting. Failure to provide documentation may result in ineligibility.

**License:** Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility is necessary to perform the essential duties of the position.

**Residency:** All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

**Authorization to Work:** Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. **Note:** The State of New Jersey does not provide sponsorship for citizenship to the United States.

**Note:** Interviews will be granted based on the cover letter, resume and credentials submitted in response to this notice. Applicants may be required to provide a copy of their transcripts at time of interview.

Per Executive Order 253, all State employees are required to be fully vaccinated against COVID-19 or undergo weekly testing. Please do not submit proof of vaccination at this time; instructions will be provided if an offer of employment results from this NOV.

**Veteran's Preference:** To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

**Submit Letter of Interest, Resume and e-mail address by 4:00 PM on the Closing Date to:**

Melissa Burk-Pocino

Deputy Commissioner Legal, Regulatory & Legislative Affairs

E-mail Address: [EXECUTIVE.Resumes@dep.nj.gov](mailto:EXECUTIVE.Resumes@dep.nj.gov)

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

**Posting Authorized By:**

Phiroza Stoneback, Manager

Division of Human Resources

**The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.**